



## City of Kingman, Arizona

**Classification:** Water Technician B  
**Department:** Public Works  
**Accountable To:** Construction Project/Maintenance Supervisor or Water Superintendent  
**Created/Revised Date:** February 2016  
**FLSA Status:** Non-Exempt **Salary Grade:** 208 **Band:** B **EEO4:** 7

### GENERAL DESCRIPTION OF POSITION

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water treatment and water distribution systems.

The primary function of an employee in this class is to perform operations and maintenance duties in a water treatment plant and for water distribution systems, including monitoring, operating, maintaining, and adjusting equipment. This is an entry-level position within the Water Technician series. Employees in this classification will be provided opportunity to acquire the necessary skills and related training to perform the more routine operation and maintenance at a water treatment facility and for water distribution systems. Assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher-level employees. As experience is acquired, incumbents perform with less immediate supervision and continue to learn the full scope of duties and responsibilities. Advancement to the "A" level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses and certifications and completing the progression criteria established by the City. Employees are encouraged to regularly participate in continuing learning and obtaining additional certifications towards achieving Level A which entails obtaining at minimum Water Treatment Operator Grade III, and/or Water Distribution Operator Grade III. This position may be required to work varied shifts throughout the year including nights, weekends and holidays and must be able to work overtime as required.

### SUPERVISION RECEIVED

Works under the direct supervision of the Water Technician A and Construction Maintenance Supervisor and indirect supervision of the Water Superintendent.

### SUPERVISION EXERCISED

None generally.

**ESSENTIAL DUTIES & RESPONSIBILITIES** Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Performs daily rounds at the plant by visually checking facilities, equipment, machinery, chemical levels, and related systems to ensure proper operation and to detect equipment failures, potential leaks, or other problem situations.
- Assists in monitoring the performance of all equipment, gauges and charts at the pump stations and wells; Records statistical data concerning pumping operations; maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; Evaluates data and writes reports as required.
- Learns to recognize the need for and may make basic treatment and operational changes to the water treatment and water distribution processes and systems.
- Assists in operating, maintaining and repairing malfunctions at the pumping stations and wells; Repairs gauges, meters, pumps, filters and other controls and equipment.
- Assists in collecting samples and identifying concentrations of chemical, physical or biological characteristics of water required in accordance with Local, State and Federal requirements; Gathers and tests water samples for chlorine

residuals and bacteriological sampling as required.

- Assists in performing quality control tests on lab equipment and lab analyses; Evaluates procedures and results for accuracy and determines appropriate methods.
- Assists in assuring the plant operates within required standards.
- Operates pumps and valves to control and adjust flow and distribution process under the direction of the system operator and/or Utilities Superintendent.
- Maintains natural gas driven engines at the pump stations; Maintains and repairs equipment at the well stations; Reads water and electric demand meters at the pump and well sites; Ability to help in diagnosing problems at the pump and well sites and correct them.
- Assists with maintenance, repair, and overhaul of equipment and machinery.
- Performs building and facility maintenance and custodial tasks.
- Prepares and maintains work records, including work orders, maintenance and repair logs, flow records, vehicle inspection forms, daily work logs and other documentation.
- Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety.
- Performs all work duties and activities in accordance with ADEQ, Federal, State, local and City laws, regulations, ordinances, policies and procedures.
- Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter, SCADA and other water treatment, water quality and water distribution monitoring equipment.
- Performs work in confined spaces; performs necessary precautions to entering confined spaces with potential hazardous atmospheres; use air quality monitors and ventilators and all appropriate PPE's.
- Adheres to proper use and disposal of hazardous materials in accordance with established guidelines.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to all contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, holidays or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

#### **PERIPHERAL DUTIES:**

- May serve on various employee or other committees as assigned.
- Performs related duties as required.
- Performs special assignments as requested.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **Education and experience:**

- Graduation from high school diploma or GED equivalent, and one (1) year general construction, maintenance repair work and/or equipment maintenance experience, including one (1) year of operational experience in water treatment or distribution processes and systems as a certified Water Treatment Operator I and/or Water Distribution Operator I; or
- Two (2) years of post-secondary education in a related technical field and one (1) year of general construction, maintenance repair work and/or equipment maintenance experience, including six (6) months of operational experience in water treatment or distribution processes and systems as a certified Water Treatment Operator I and/or Water Distribution Operator I; or
- A bachelor's degree in a qualifying discipline and six (6) months of qualifying experience; or
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

##### **Necessary Knowledge, Skills and Abilities:**

## **Knowledge:**

Working knowledge of water treatment, chlorination systems, pumping, and distribution systems; Wastewater treatment and collections system operations and maintenance; Equipment, facilities, materials, methods and procedures used in water treatment/pumping plant maintenance and operation activities; Laboratory procedures and practices; and distribution system operation and maintenance; Federal, State and local laws, regulations and procedures regarding the proper methods and techniques of Water Treatment and Water Distribution plant operations and systems; Procedures to safely enter and perform required duties in confined spaces; Hazardous and biological materials identification and proper disposal methods; Occupational hazards, related Federal and State OSHA regulations and standard safety precautions common to water treatment/pumping plant maintenance and operation facilities and activities; Methods, materials and tools used in water treatment and water distribution maintenance work; Proper use and disposal of hazardous materials in accordance with established procedures.

## **Skills:**

Skill in the care and operation of assigned equipment in a safe and effective manner; Manual dexterity and vision sufficient to operate computerized monitoring systems; Preparing and maintaining clear, concise and accurate records and reports; Using computers and job-related software applications; Identifying maintenance needs and mechanical problems and correcting or referring for repair; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Working in a team environment; Providing customer service; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; Read and interpret schematics, blueprints and diagrams.

## **Abilities:**

Ability to perform process control calculations; Read meters and charts and maintain accurate logs and records; Coordinate and organize work activities; Communicate effectively verbally and in writing; Establish and maintain effective, cooperative working relationships with coworkers, supervisors, other departments, and the public; Understand and carry out written and oral instructions; Identify maintenance needs and mechanical problems and correct or refer for repair; Follow and maintain safety standards, and identify safety problems; Promote and adhere to safe work practices; Carry out assigned projects to their completion; Use appropriate tact and consideration in dealing with customer complaints and questions; Adapt to changing work priorities; Work independently, and as a team, to complete daily activities according to work schedule; and Use equipment and tools properly and safely; Perform in adverse weather conditions and exposure to toxins associated with water treatment and water distribution; Wear OSHA required personal protective equipment including respirators.

## **SPECIAL REQUIREMENTS**

- Valid Arizona State Driver's License.
- Valid Arizona Certification at a minimum level of a Water Treatment Operator Grade I, and/or Water Distribution Operator Grade I. Prefer certification at Water Treatment Operator Grade II and/or Water Distribution Operator Grade II upon hire or the ability to obtain such within one (1) year of hire to position.
- Based on assignment, may be required to participate and obtain NIMS (National Incident Management System) training certifications.

## **WORK ENVIRONMENT**

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

## **Expected Behavior/Quality of Services:**

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

**Commitment** – Dedicate oneself to consistent and excellent public service.

**Innovation** – Implement unique, creative and cost-effective solutions.

**Communication** – Communicate in a positive, honest and productive manner.

**Integrity** – Adherence to high ethical standards.

**Diversity** – Promote inclusiveness and impartiality throughout the organization.

**Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

**Respect** – Demonstrate a high regard for others, support each other.

**Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

**All City employees are expected to conduct themselves consistent and in support with the above values.**

## **SELECTION GUIDELINES:**

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

## **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

## **EMPLOYEE SIGN OFF:**

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_